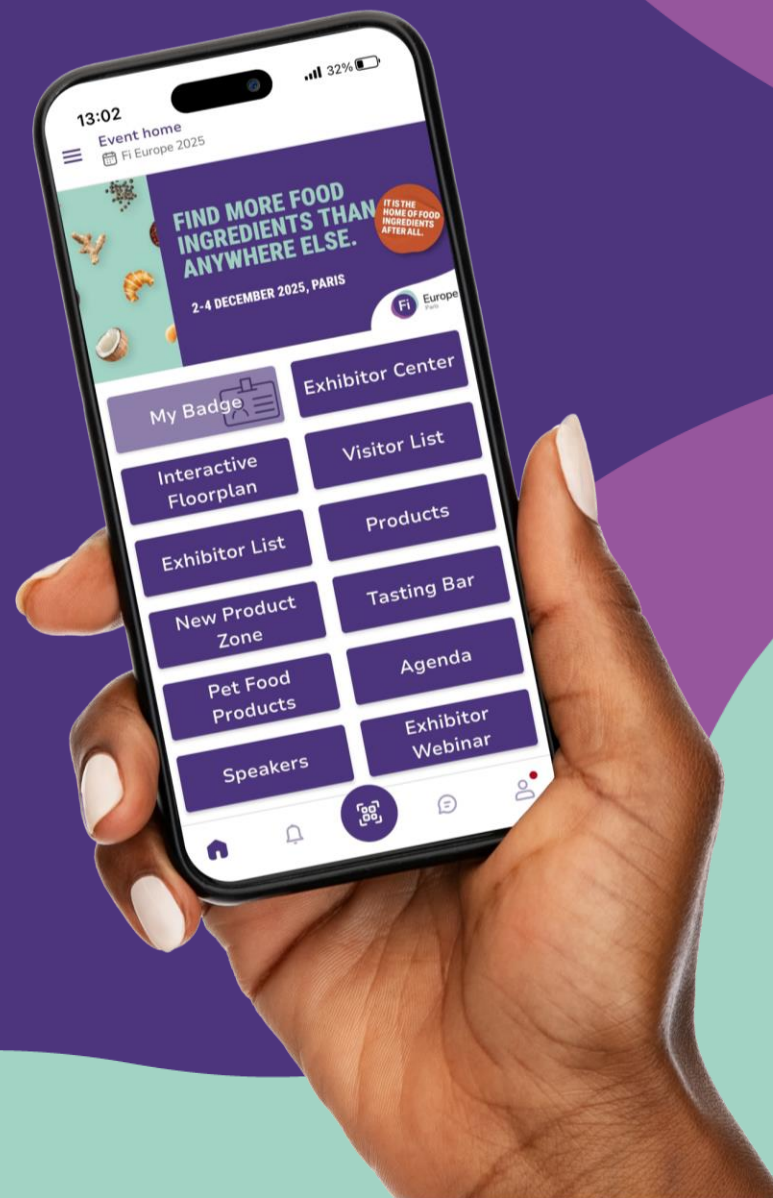


Visitor Guide

Plan for a seamless
Fi Europe 2025
experience with
the app



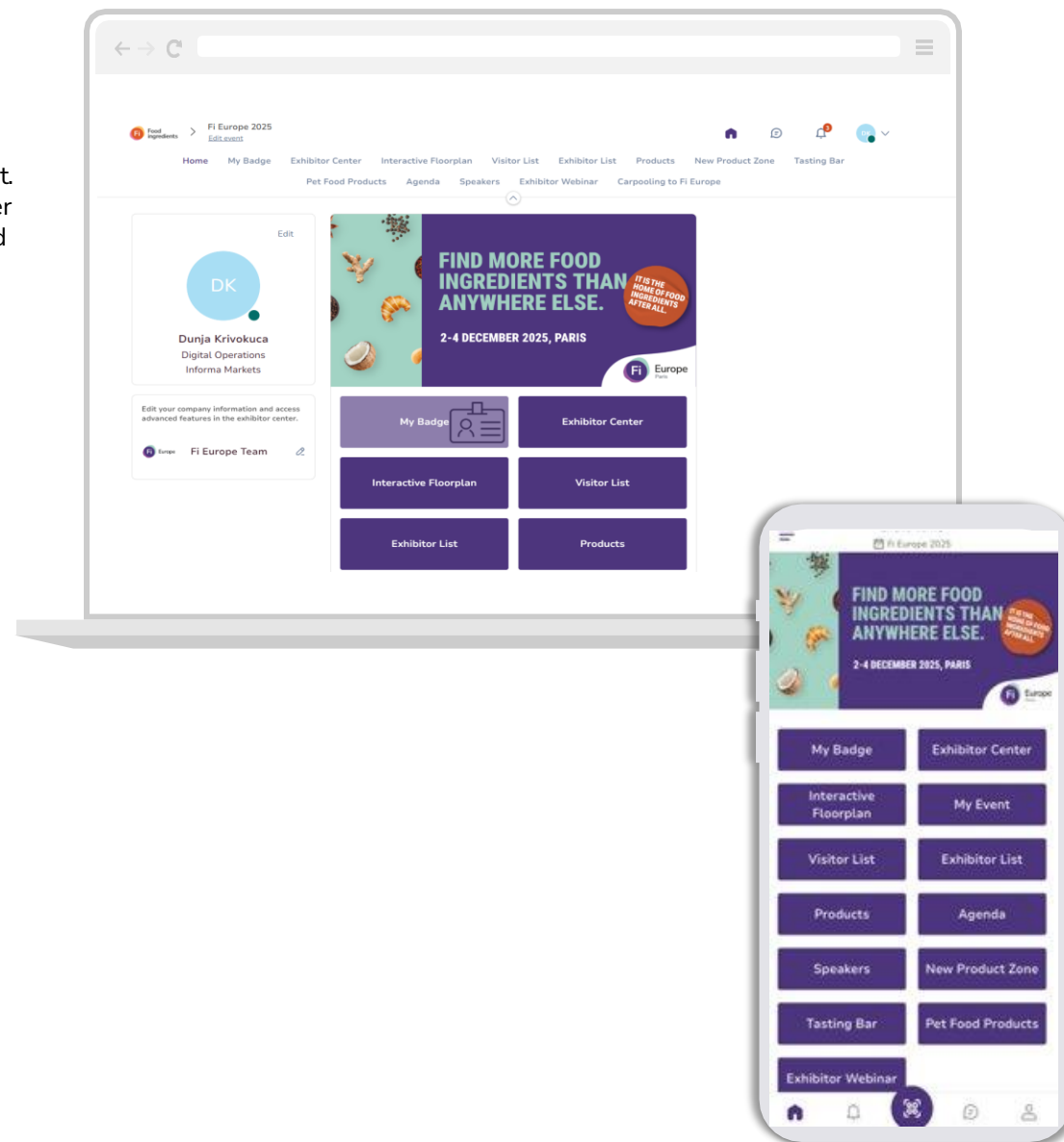


What is the Event Platform?

The Event Platform is your number one tool for increasing the efficiency and success of your event. Here you will find a suite of easy-to-use tools that extend your business network, facilitate deeper connections and inspire new ideas through interactive content. All personalised to your needs and accessible at your pace.

On the platform you can:

- Search the full list of exhibitors and products to find new businesses that interest you
- View content from dozens of industry experts and futurist thinkers
- Get personalised recommendations to help you make the most of your event
- Network with professionally aligned contacts before, during and after the event through messaging or setting up meetings
- Advertise your presence at the event through your personal profile





Logging in

Step 1. Access the Platform

To do this either:

- A. Click on the link sent to you in your Welcome email from noreply@figlobal.com
- B. Visit the [Event Platform](#)
- C. Download the [Food Ingredients Europe 2025 app](#) from the Apple or Google Play store.

Step 2. Enter the email address you used to register for the event.

Step 3. If you've previously set a password, you'll be prompted to enter it. Your password protects your account through Two Factor Authentication.

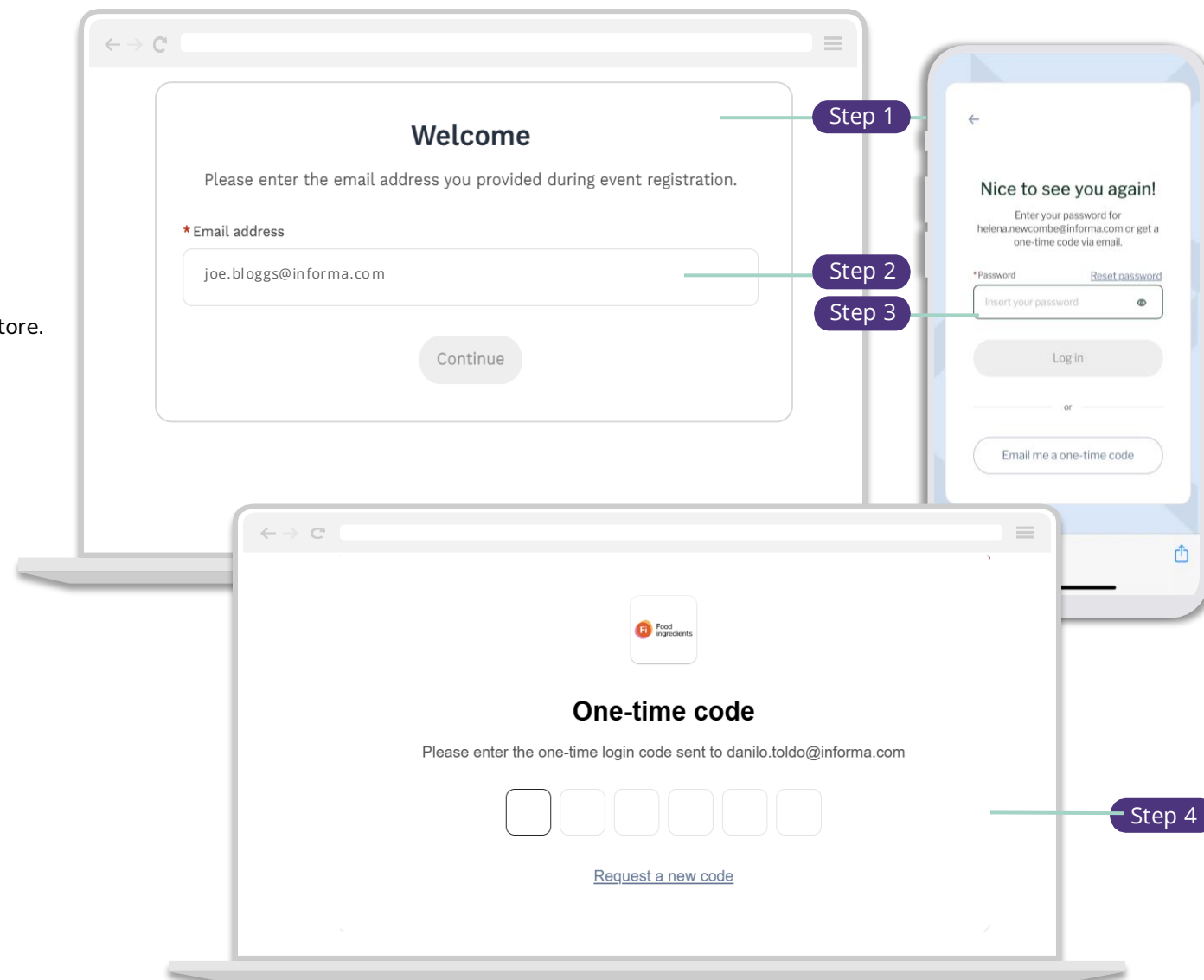
Step 4. You will then be sent a one-time code to your email. Enter this to access your account.

Forgot your password?

You can either request a one-time login code or click 'Reset Password'.



If you don't see the welcome email or your one-time code in your inbox, please check your spam folder for an email from noreply@figlobal.com





Accessing your Badge

At the event, your badge gives you access to the event and to capture leads.

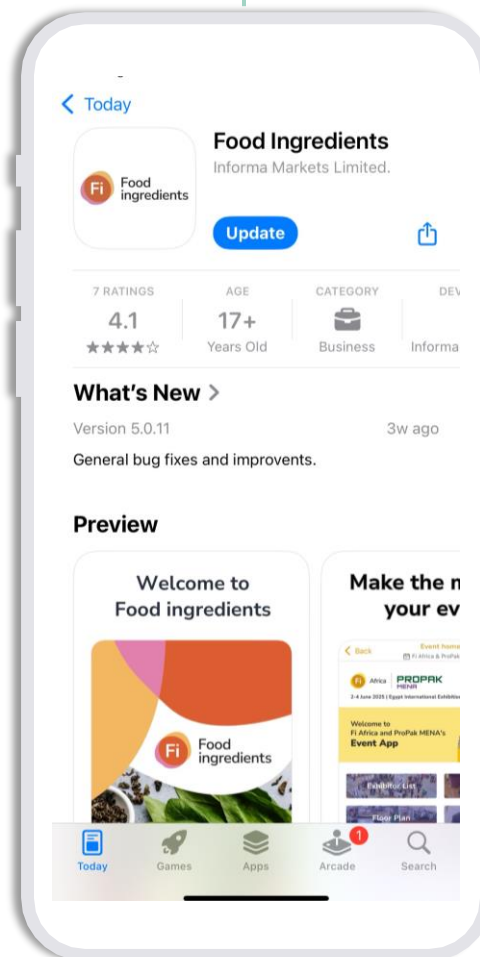
You can access your badge directly through the [Event App](#):

Step 1: Download the [Event App](#) from the Apple or Google Play store, {or use the APK file} {or use the QR code below}.

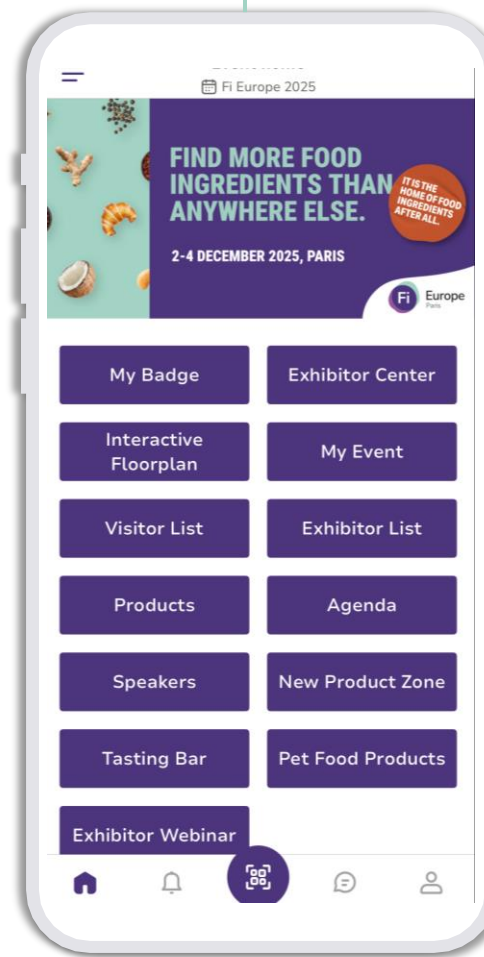
Step 2: Login to your account and click 'My Badge'.

Step 3: At the event use your Badge to enter and scan leads.

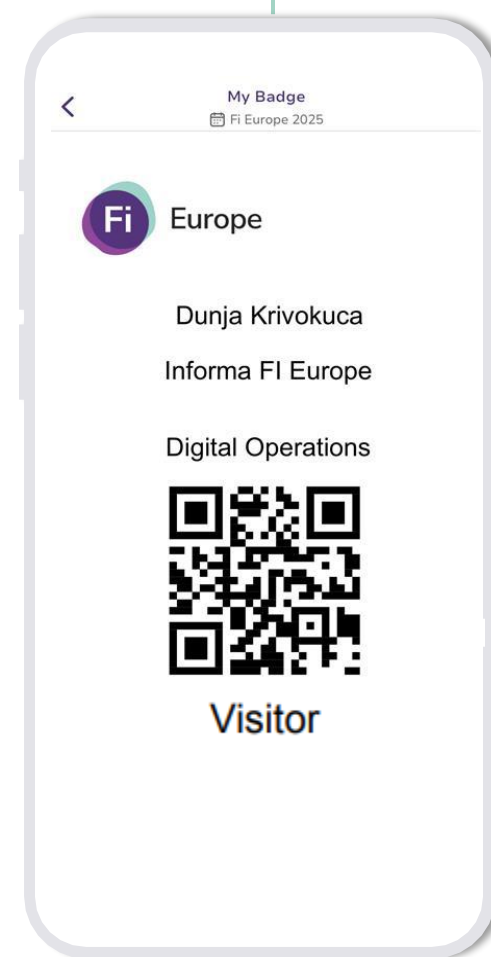
Step 1



Step 2



Step 3





Update your Profile

Make a great first impression by taking a few minutes to set up your profile.

There are three ways to edit your personal profile:

On the web

- A. On the left side of your screen, next to your photo, click '**Edit**', or,
- B. Click your picture in the top right corner and click '**Edit profile**'.

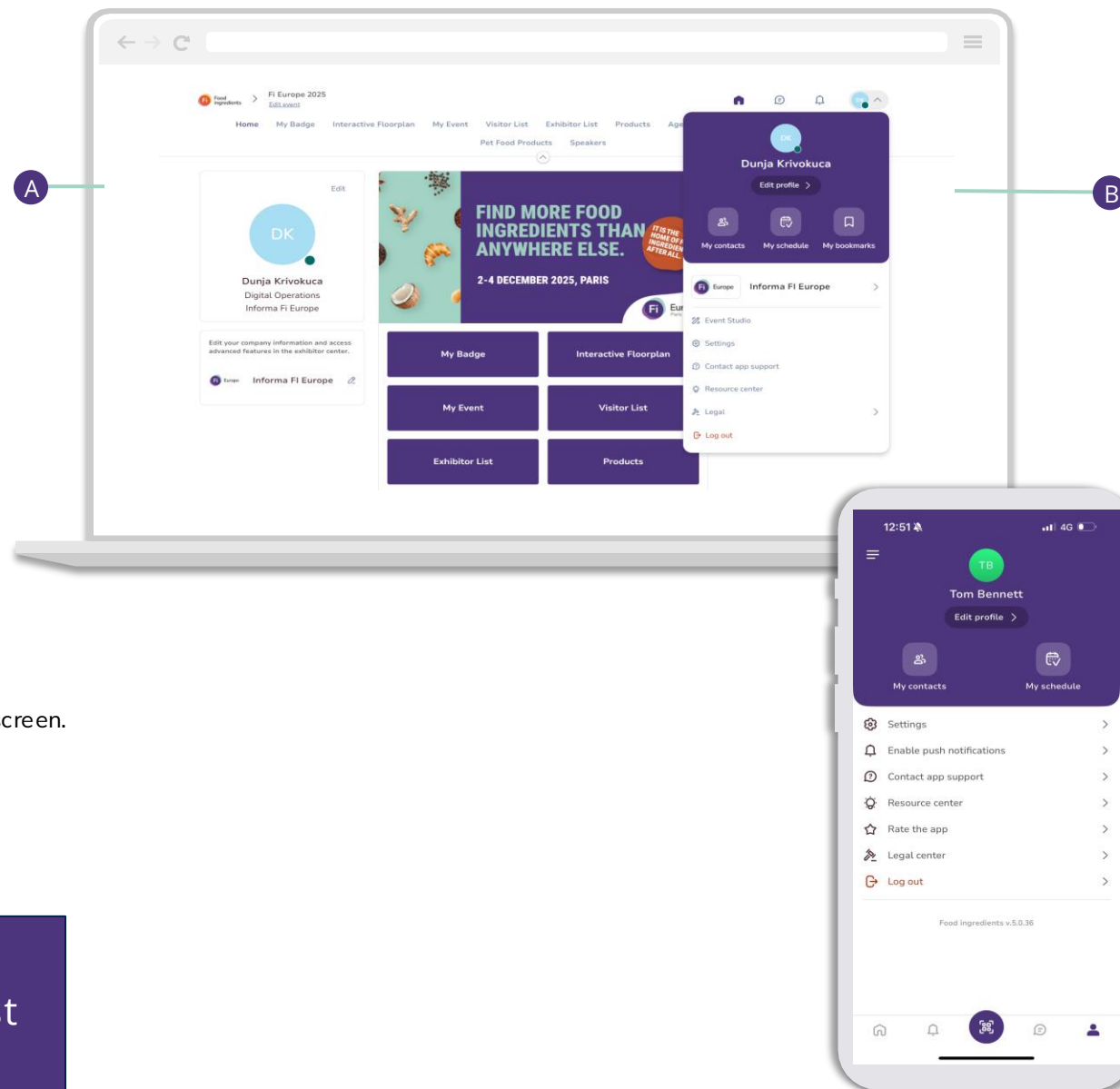
On the app

Click the profile icon on the bottom right menu, then '**Edit profile**' at the top of your screen.

Once inside your profile:

- Step 1. Click '**Edit**' to make relevant changes and updates.
- All changes are saved automatically.

We recommend completing all sections.
Fuller profiles will help you to get matched with the most relevant exhibitors.





Browse Sessions, Exhibitors and Products

Discover the event community at your fingertips on the agenda, exhibitor and products lists.

Increase your event efficiency by filtering and bookmarking anything you would like to see onsite.

Step 1. Click '**Agenda**', '**Exhibitor List**' or '**Products**' from the top navigation menu or mobile menu.

Step 2. Browse the lists using the search bar or filters.

Step 3. To find more about a session, exhibitor or product, click on it.

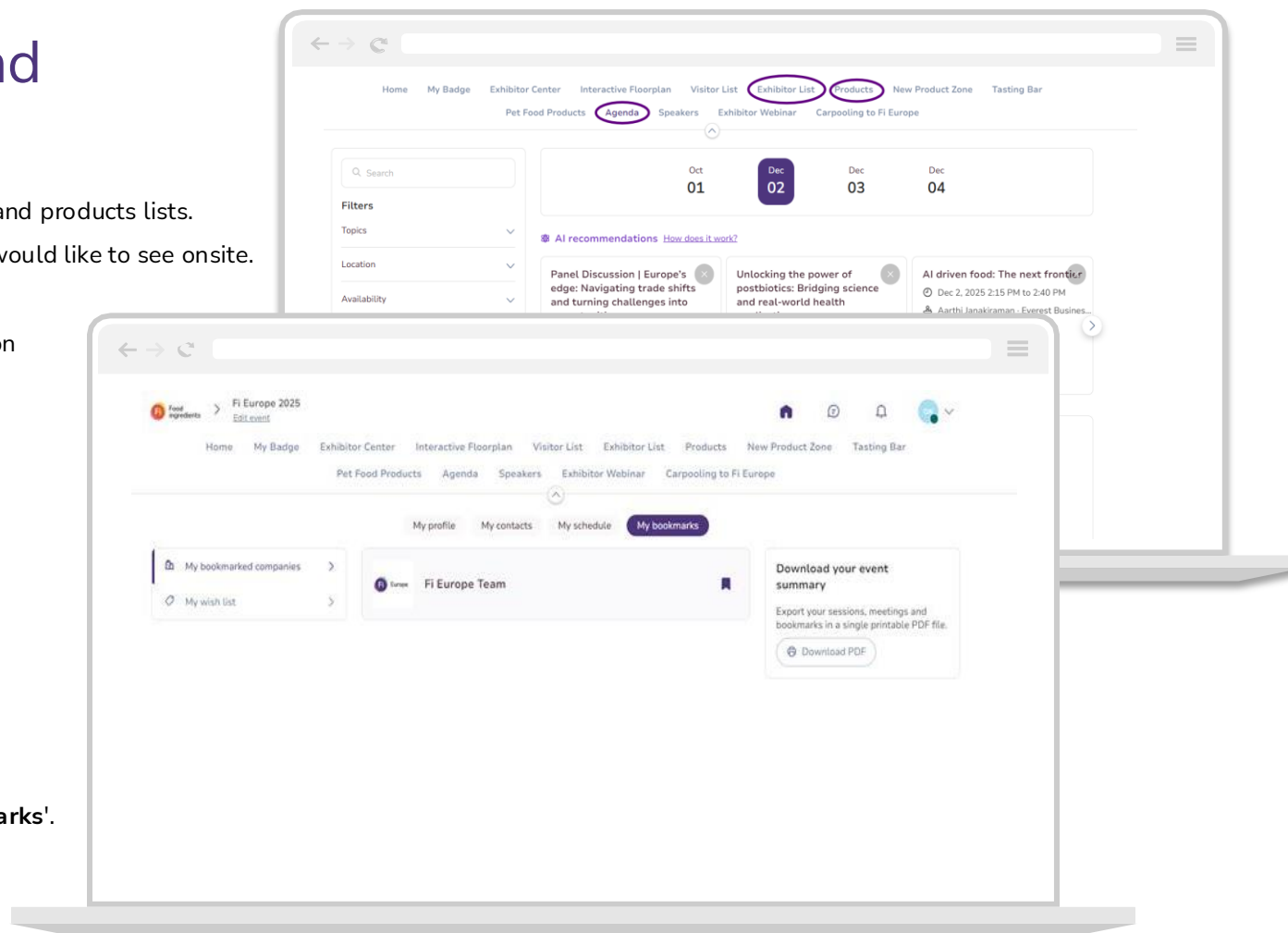
Step 4. Click the bookmark icon to save a session, exhibitor or product that captures your attention.

View your Bookmarks

A. On the web, click your picture in the top right corner, then '**My bookmarks**'.

B. On the app, click the profile icon on the bottom right menu, then '**My bookmarks**'.

For your sessions, click '**My schedule**'.





Networking with prospects

You can send messages to exhibiting companies without connecting first. To speak with individuals (speakers and exhibitor team members) you will need to send a connection request.

Send a Connection Request

Step 1. Click on the person you want to connect with.

Note: Exhibitor team members are located under '**Team**' on the Exhibitor's company page.

Step 2. Click on the '**Connect**' button.

Step 3. Start by sending an introductory message about yourself, your company, and why you wish to connect.

Step 4. Click '**Send connection request**'.

Once accepted, you will be able to exchange messages, book meetings and find them in your list of contacts.

View your Contacts

- A. On the web, click your picture in the right top corner, then '**My contacts**'.
- B. On the app, click the profile icon on the bottom right menu, then '**My contacts**'.

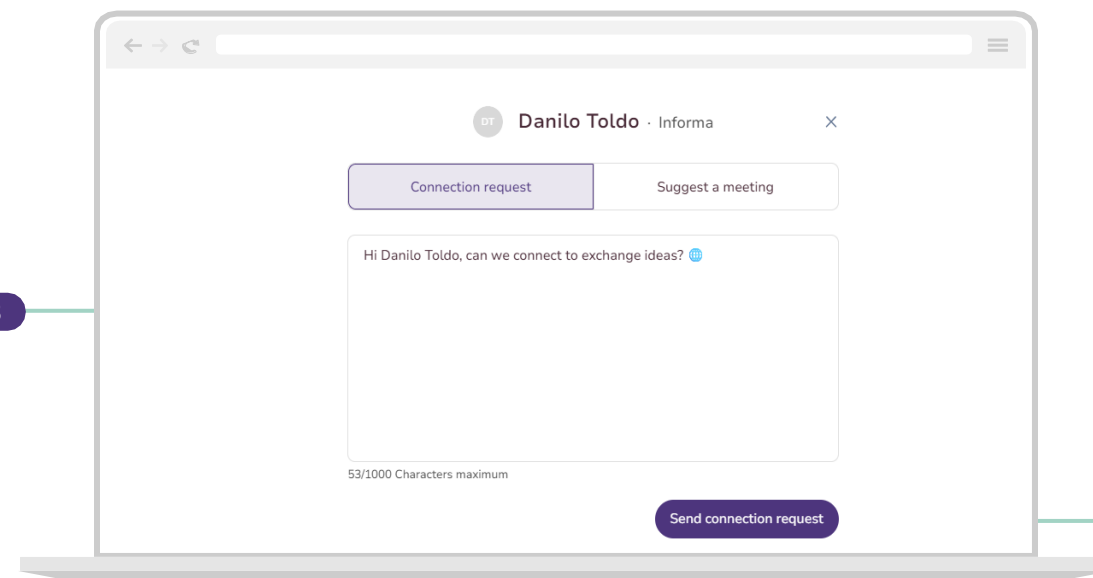
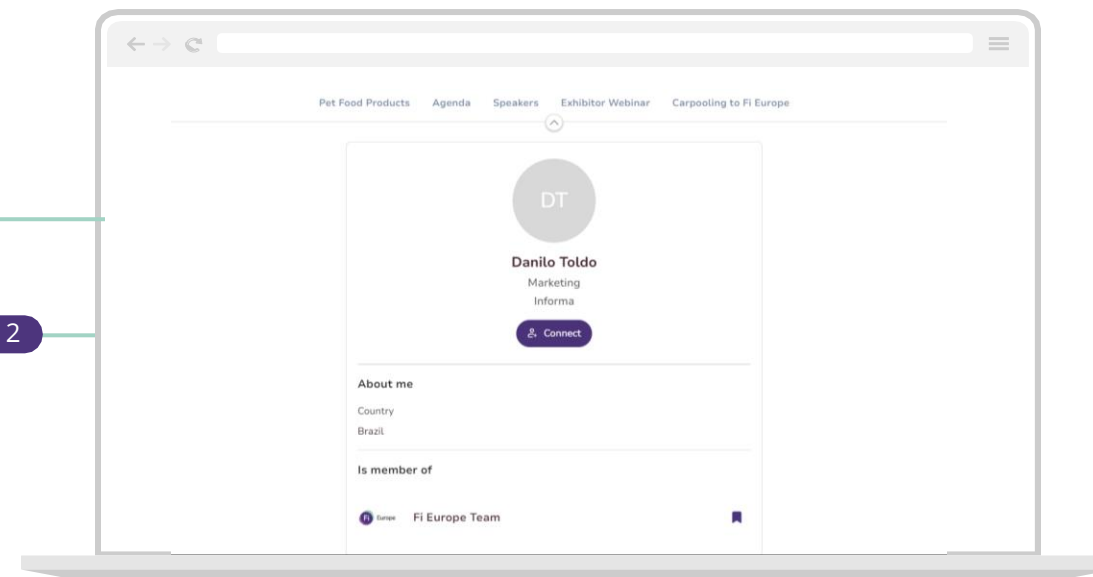
At previous events, visitors who used the messaging feature left with **490%** more saved connections.

Step 1

Step 2

Step 3

Step 4





Meetings

Make extra time for those all-important face-to-face discussions.

To book a meeting

Step 1. Visit an exhibitor's company profile, or a team members profile.

Step 2. Click one of the suggested time slots.

Step 3. Select a meeting location and add a description.

Step 4. Send your meeting request.

Once your meeting request is accepted, it will be put into your schedule.

To view your meetings

A. On the web, click your picture in the right top corner, then '**My schedule**'.

B. On the app, click the profile icon on the bottom right menu, then '**My schedule**'.

Here you can manage all your meetings. To edit, confirm or cancel a meeting, click on the meeting.

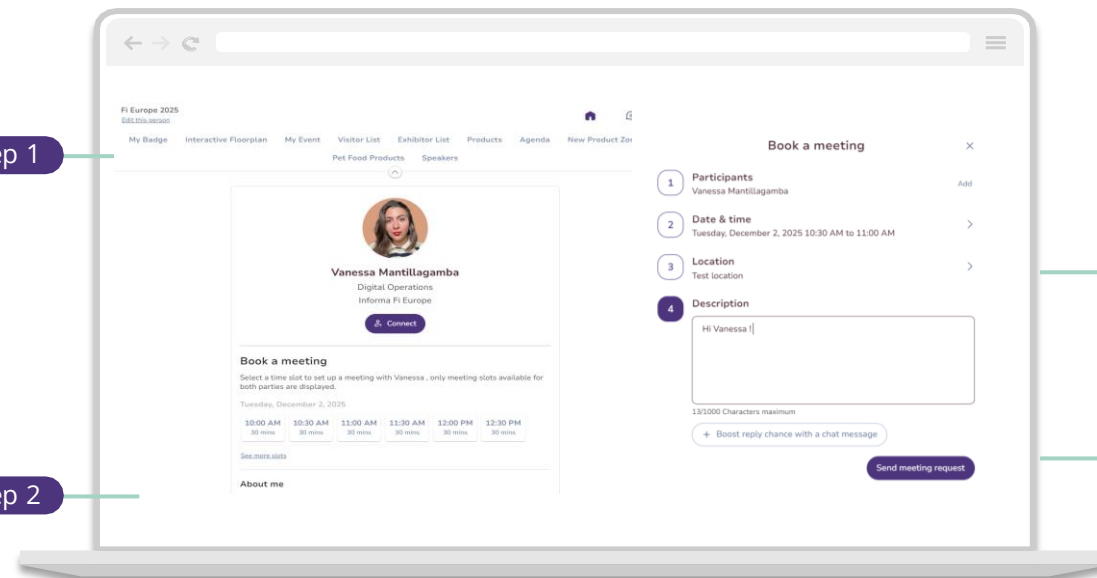
Export your full schedule of sessions and meetings by clicking '**Export to my calendar**'.

Step 1

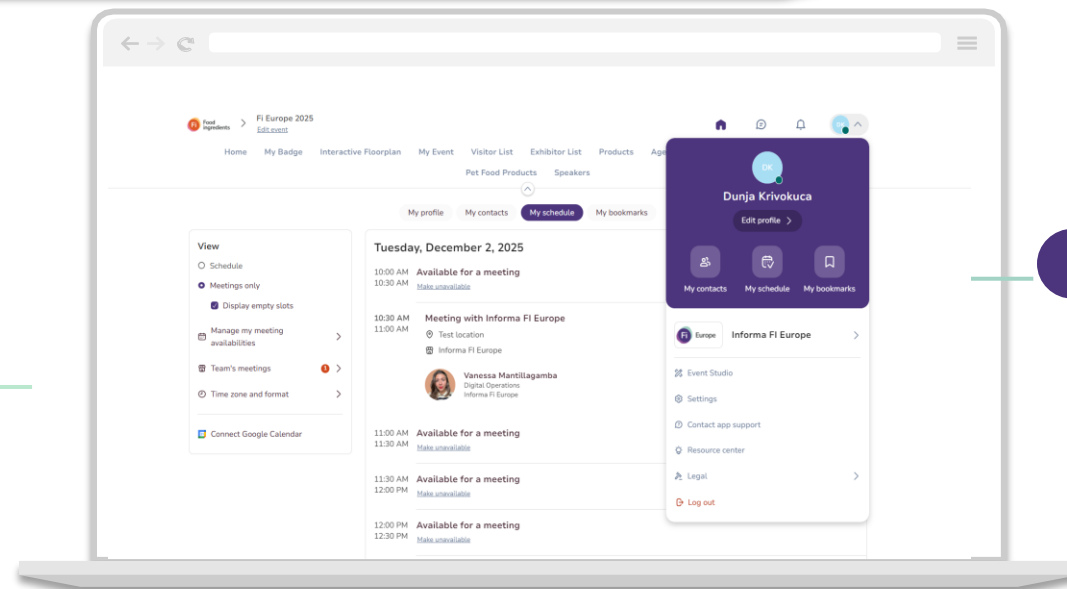
Step 2

Step 3

Step 4



i



A
B



Connecting at the event

Building your list of contacts have never been easier. Utilise the platform & app to ensure that every interaction you have online and on the showfloor is saved as a connection.

What counts as a connection?

Anyone who:

- Accepted your connection request
- Accepted your meeting request
- Exchanged messages with you
- Let you scan their badge onsite
- Let you scan their business card onsite

Scanning Badges

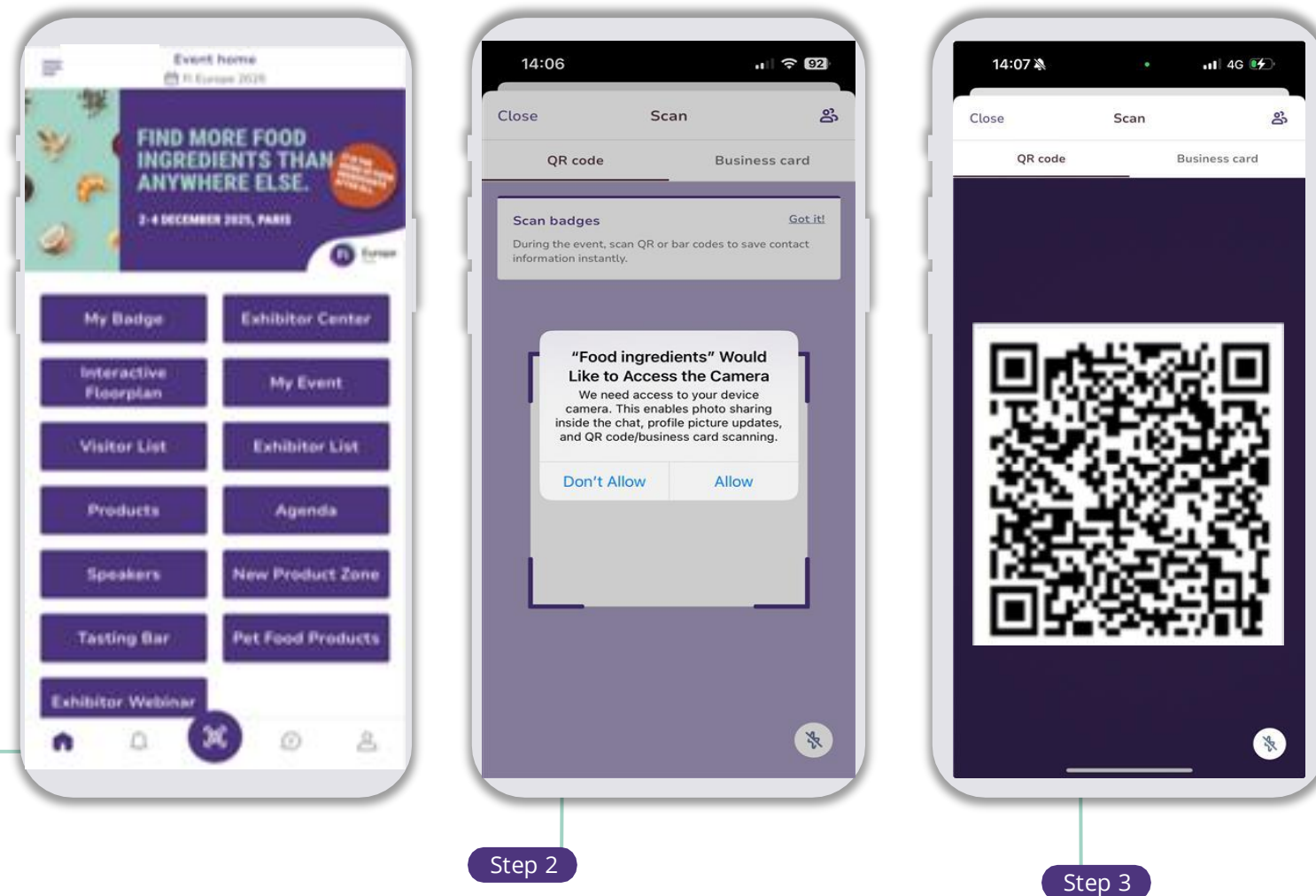
To start scanning badges onsite, download the app.

Step 1. Within the app, click the QR code icon in the bottom centre.

Step 2. Allow access to the camera.

Step 3. Scan the badge

And you have successfully captured their contact details!





Download your Connections

You will be able to export the details of any participant you have connected with.

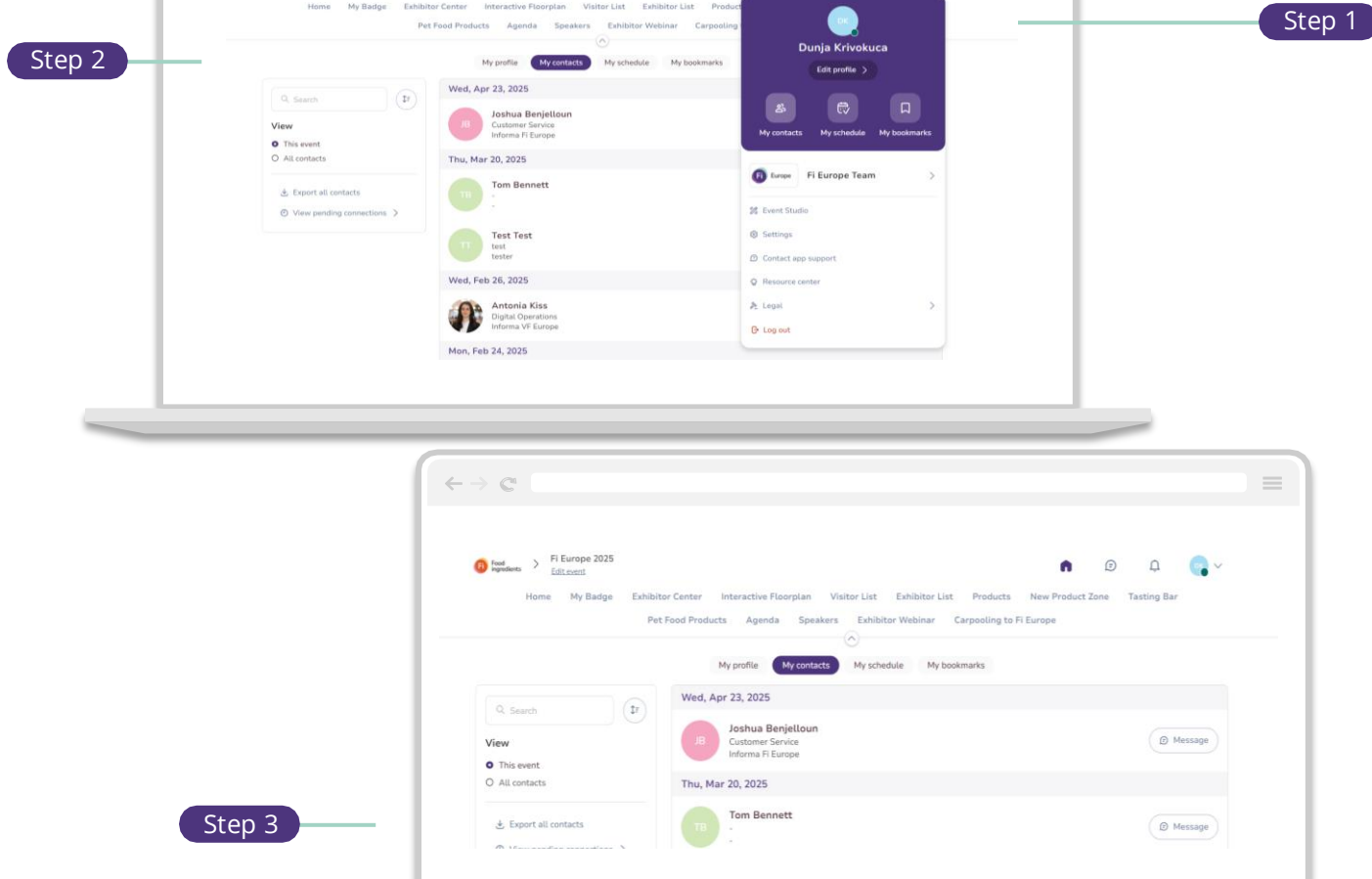
Downloading Connections

Step 1. Click in your picture in the right top corner.

Step 2. Click '**My contacts**' from the menu.

Step 3. To export them all to an excel file, click '**Export all contacts**'.

And you have successfully captured their contact details!



What counts as a connection?

Accepted a connection request

Requested or accepted a meeting with you

Badges scanned

Exchanged messages with you



Download the Fi Europe 2025 app to begin your event journey!



Need assistance?

Contact the Fi Europe 2025 customer service team on
ficustomerservice@informa.com
+31 20 245 5355

Mon-Fri 9am-5pm CET

